



## **Policy Attachment to: 16.39, Subsidized Permanent Guardianship Agreements**

<b>Subject:</b>	<b>Protocol for Subsidized Permanent Guardianship Case File Contents</b>
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### **Additional Information:**

- All Subsidized Permanent Guardianship Case Files should be organized and filed in accordance with the outline in this protocol.

#### **1. Case File:**

- a) Use top tab letter size classification folders with 2 dividers (SMD14079)
- b) Confidential should be stamped on the outside front cover
- c) File should be labeled with child's last name, first name, DOB, as well as county, month, and year of initial contract.
- d) Most current information should be at the top of each section( section headings would be labeled with card stock colored paper)
- e) It should be noted that all files will not have all of the following documentation with the exception agreements and renewals.

#### **2. Initial:**

This section consists of initial documentation required to establish a Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) ***CS-0403 Appeal for Fair Hearing***
- b) ***CS- 0674 Special or Extraordinary Board Rates Request***
- c) ***CS-0719 Intent to Obtain Subsidized Permanent Guardianship/ Subsidized Permanent Guardianship Application***
- d) ***CS-0720 Notice of Denial, Termination or Change in Subsidized Permanent Guardianship***
- e) ***CS-0721 Subsidized Permanent Guardianship Agreement***
- f) ***CS-0722 Subsidized Permanent Guardianship Renewal Affidavit***
- g) ***CS-0784 Subsidized Permanent Guardianship Checklist and Approval***
- h) ***Substitute W-9***

#### **3. Renewals/Revisions:**

**Subject: Subsidized Permanent Guardianship Case File Contents**

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This section consists of all information needed for Renewal or Revisions made in the

Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) Cover letter for Renewals
- b) Certified letter/receipt for **CS-0721 Subsidized Permanent Guardianship Agreement** not returned
- c) **CS-0720 Notice of Denial, Termination or Change in Subsidized Permanent Guardianship**
- d) Revised **CS-0721 Subsidized Permanent Guardianship Agreement**
- e) **CS-0722 Subsidized Permanent Guardianship Renewal Affidavit**
- f) **CS-0403 Appeal for Fair Hearing**
- g) Updated **Subsidized Permanent Guardianship Form 16**
- h) Supporting documentation for Special or Extraordinary Rates

**4. Eligibility:**

This section consists of information related to the child's funding source and continued eligibility for Subsidized Permanent Guardianship payment. Appropriate documentation for this section should include the following:

- a) **Notice of Child Welfare Benefits Summary for Custodial Children**
- b) SSI/SSA Award Letters
- c) **CS-0821 Certification of Eligibility for Title IV-E Adoption/Subsidized Permanent Guardianship**

**5. Financial/Expenses:**

This section consists of any financial expenses related to the Subsidized Permanent Guardianship case. Appropriate documentation for this section should include the following:

- a) Attorney Fee Invoice ( dependent on specific situations)
- b) Ongoing Services Invoices
- c) Referral to provide permanency services as needed
- d) ChipFins Screen (from foster care)
- e) Purchase Services & Goods (PSG) Authorizations

**Subject: Subsidized Permanent Guardianship Case File Contents**

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- f) Substitute W-9 (optional)

**6. Appeals:**

Appropriate documentation for this section should include the following:

- a) Appeal Summary
- b) Appeal Correspondence
- c) Appeal Orders

**7. Correspondence/Miscellaneous:**

**8. ICPC (Interstate Compact on the Placement of Children):**

Appropriate documentation for this section should include the following:

- a) Copy of Memo to Central Office
- b) Original ICPC forms